

# **MEAP 2011 Return Kit**

Please save this packet.

This packet contains materials needed for return of:

- 1) Used Answer Documents (Grades 4-9)
- 2) Used and Unused Answer Documents (Grade 3)  
and
- 3) All Test Booklets (including CDs, DVDs, translated material, reader scripts, enlarged print, and Braille material)

**Enclosed in this packet:**

- **Instructions for Materials Return**
- **Return Verification Form**
- **FedEx Airbills**
- **Blue Measurement Incorporated Scorable Material Labels**
- **Green Measurement Incorporated Non-Scorable Material Labels**

If you do not have enough of any of these items, your district MEAP coordinator can order additional items from the OEAA Secure Site.

# MEAP 2011

## Instructions for Materials Return

### Packing Scorable and Non-Scorable Materials for Return

Either the district MEAP coordinator or the school may return materials for scoring through FedEx Express shipping. Regardless of which coordinator is returning materials, the packing instructions are the same. **Please follow the directions below when packing scorable materials.**

*Advice: Keep accurate records of your returned materials.*

### ***Instructions for Packing Scorable Materials for Return***

1. Pack answer documents by subject area from the highest grade level present in the school to the lowest grade level in the school
2. Pack answer documents in boxes using cushioning materials, if needed, to keep them secure. Schools should use the same boxes in which the materials originally arrived to ship the materials to MEAP Scoring Services (MEAP contractor). If these boxes are not available, use sturdy boxes to return the materials. Do not use boxes in which copy paper is packed.
3. A subject area/grade level/form number for a school should not be split across boxes (e.g., all of 3<sup>rd</sup> grade mathematics for a specific form number for a school should be in the same box).
4. The completed Return Verification Form must also be inserted into the orange Special Handling Envelope prior to sealing the box.
5. After you have filled Box 1, place the completed orange Special Handling Envelope at the top of the contents of this box prior to sealing the box.
6. Class/Group ID sheets (optional, if selected to be used by your school) should be placed at the top of Box 1 prior to sealing.
7. Remove or black out any old shipping labels on boxes, including the original shipping barcode, and seal the boxes with plastic shipping tape. Please place three strips of tape on the top of each box and three strips of tape on the bottom of each box.
8. Affix a blue Measurement Incorporated Scorable label to the **top** of all boxes containing used answer documents.
9. In addition to the blue label, affix a FedEx Express Airbill to Box 1 of your scorable materials boxes. The FedEx Express driver will produce and affix additional multiple piece shipment labels to the remaining boxes of scorable materials.
10. On the blue labels, indicate the number of scorable materials boxes by completing the Box \_\_\_\_ of \_\_\_\_ (Example: Box 1 of 2, Box 2 of 2). The total number of scorable materials boxes should be indicated. Do **not** include green-labeled non-scorable materials boxes in this count.

**Only one box in a shipment needs a FedEx Express Airbill. Do not tamper with the preprinted information on the Airbill in any way as this may affect FedEx processing and delay your shipment.**

*Advice: Take your time and double check everything.*

### ***Instructions for Packing Non-Scorable Materials for Return***

1. Pack unused test booklets (including unused grade 3 answer documents/test booklets) and any accommodated materials in the boxes using cushioning materials to keep them secure. All CDs, DVDs, reader scripts, enlarged print, and/or Braille material must be returned. It is preferable to use the same boxes that the materials originally came in to ship the materials to MEAP Scoring Services.
2. Remove or black out any old shipping labels, including the original shipping barcode, and seal the boxes with plastic shipping tape. Please place three strips of tape on the top of the boxes and three strips of tape on the bottom of the boxes.
3. Affix a green Measurement Incorporated Non-Scorable label to the top of all boxes containing grades 4-9 used and unused test booklets, grade 3 unused answer documents/test booklets, and accommodated materials. The FedEx Express driver will produce and affix multiple piece shipment labels to the remaining boxes of non-scorable materials.
4. On the green labels, indicate the number of non-scorable materials boxes by completing the Box \_\_\_\_ of \_\_\_\_ (Example: Box 1 of 2, Box 2 of 2). The total number of non-scorable materials boxes should be indicated. Do not include blue labeled scorable materials boxes in this count.

**Only one box in a shipment needs a FedEx Express Airbill. Do not tamper with the preprinted information on the Airbill in any way as this may affect FedEx processing and delay your shipment.**

### ***Instructions for Returning All Materials via FedEx Express***

1. Place the boxes where the FedEx driver normally delivers or picks up packages.
2. To schedule a pickup call 1-800-GoFedEx (1-800-463-3339). After the voice prompt, “Welcome to FedEx. In a few words, please tell me what you’re calling about”, **press 9 or say, “Premier Customer Service Program.”**
3. When prompted enter 999 999 933 as the nine-digit FedEx account number. You will be transferred to a specialized Premier Customer Service Representative. Please ask if you are speaking to a Premier Customer Service Representative familiar with the MEAP project. Remind the FedEx Representative that this is an Express Pickup.
4. Please have the following information available when you call:
  - your phone number—if you have called to schedule FedEx pickups or ship materials prior to this call, FedEx will have your address information in their system, otherwise this information will need to be provided,
  - the pickup date,
  - the total number of boxes you are returning—add scorable boxes and non-scorable boxes, and
  - the average box weight—you can use 30 pounds per box.
5. If you do not have enough Measurement Incorporated labels and/or FedEx Express Airbills, contact your district MEAP coordinator.
6. After returning your materials for this project, destroy any remaining FedEx Express Airbills, as these are project-specific.

**Important: Keep the sender’s copy of the FedEx Express Airbill for each package so that you can easily track your packages. If requested, the FedEx Express driver will supply small adhesive tracking labels. These labels will match the multiple-piece shipment labels on your packages.**